

(SAMPLE)

**QUALIFICATIONS AND SELECTION
PROCEDURES**

ADOPTED BY

(INSERT NAME OF APPRENTICESHIP COMMITTEE)

**DEVELOPED IN COOPERATION WITH THE
UNITED STATES DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING**

APPROVED BY: _____
REGISTRATION AGENCY

DATE APPROVED: _____

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR Part 60-3) or Title 29, CFR Part 30.

SECTION I. - MINIMUM QUALIFICATIONS (EXAMPLES)

Applicants shall meet the following minimum qualifications:

A. Age

Shall be at least 17years. (Applicants must provide evidence of minimum age respecting any applicable State Laws or regulations.)

B. Education

Applicant shall be a high school graduate, or its equivalent. They must possess a speaking and reading ability as essential for personal and coworker safety on the job as well as being able to read or understand written or oral instructions which are equivalent to the literacy and comprehension found among persons with at least eight years of general schooling. They must satisfactorily complete the required related instruction and to meet any entrance requirements of the specific post-secondary institution.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants may be subject to a physical agility or fitness test, or screened for the current illegal use of drugs or both on acceptance into the program and prior to being employed.

D. Aptitude Test

All applicants must pass each section of **(INSERT TEST IF APPLICABLE)**.

The apprentices must meet any other entrance requirement determined by the Apprenticeship Committee.

SECTION II. - APPLICATION PROCEDURES (SAMPLE LANGUAGE)

- A. Applicants will be accepted throughout the year. All persons requesting an application will have one made available by the Apprenticeship Committee.
- B. All applications will be identical in form and requirements. (sample Chapter Application for Apprenticeship follows)
- C. Prior to the time of the personal interview with the apprenticeship committee, the applicant should submit the application with any additional references, diplomas, transcripts, or documentation which may be pertinent. Each applicant must submit a 300 word essay entitled "Why I Want To Be A Chef" at the same time.
- D. Completed applications will be reviewed for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeals right available to them. No further processing of the application will be taken.
- E. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the interview.

SECTION III. - SELECTION PROCEDURES (EXAMPLE)

- A. The Apprenticeship Committee will schedule the interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the Chapter Apprentice Interview Assessment Form (sample follows) taking into account the information on the application, and required documents, if applicable and the judgment derived from the interview.
- C. All applicants receiving 70 to 100 points in the evaluation below shall be considered acceptable to be placed in training if an opening arises. The evaluative objectives are established as follows:

Item	Points
1. Aptitude or assessment test	10
2. Previous related work experience (references)	10
3. Work habits (references)	10
4. Character (references)	10
5. Attitude and motivation (references)	10
6. Interview (physical adaptability, interest, and sincerity)	30
7. Hand written essay (Why I Want To Be A Chef)	<u>20</u>
Total	100

Applicants receiving less than 70 points are considered not acceptable and should be notified in writing.

- D. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating. Those prospective apprentices who qualify should be notified by letter. It is recommended that prospective apprentices then take the placement exam of the post-secondary institution.
- E. A conditional letter of acceptance should be sent to the prospective apprentice. The letter should state that the individual must take a placement exam at the post-secondary institution to satisfy the aptitude component of the selection process, any costs to the apprentice, and the date of the first day of school.
- F. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- G. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It will be the responsibility of the applicant to keep the Apprenticeship Committee informed of their current mailing address and telephone number.
- H. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested," to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- I. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants, who were not placed during the two (2) year period that were on the ranking list, will be required to reapply.

- J. During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.
- K. Youth who complete a Job Corps training program in any occupation covered in these Apprenticeship Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The Apprenticeship Committee shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates shall be done without regard to race, color, religion, national origin, or gender. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- L. Veterans who completed military technical training school and participated in a registered apprenticeship program while in the military may be given direct entry into the apprenticeship program. The Apprenticeship Committee will evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The Apprenticeship Committee will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of veterans will be done without regard to race, color, religion, national origin, or sex.
- M. Graduates of an ACF Accredited Secondary Culinary Program and who meet the minimum qualifications of the apprenticeship program may be admitted directly into the program. The Apprenticeship committee shall evaluate the graduate's training and qualifications to determine the granting of credit on the term of apprenticeship. The applicant shall meet any entrance requirements of the specific post-secondary institution.

SECTION IV - COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the local Apprenticeship Committee (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Apprenticeship Committee involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the Apprenticeship Committee to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.
- D. Complaints of harassment in the apprenticeship program may be filed and processed under Title 29, CFR, Part 30, and the procedures as set forth above.
- E. The Apprenticeship Committee will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION V. - MAINTENANCE OF RECORDS

The Apprenticeship Committee will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with these regulations, at 29 CFR, Part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and nonminority) participants.

Each sponsor must retain a statement of its affirmative action plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of 29 CFR 30.4. The sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction, which are part of the total judgment. Records will be maintained for 5 years from the date of the last action and made available upon request to the U.S. Department of Labor or other authorized representative.

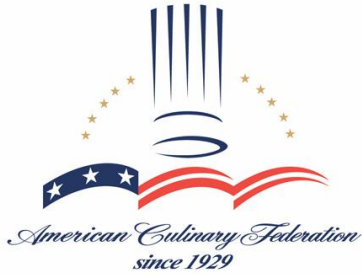
SECTION VI. - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The *(Insert Name of Sponsor)* hereby officially adopts these Selection Procedures on this ____ day of _____, (INSERT YEAR).

SIGNATURE OF (SPONSOR TO PROVIDE TITLE)

PRINTED NAME

APPLICATION FOR APPRENTICESHIP (Chapter Use Only)



National Headquarters
180 Center Place Way
St. Augustine, Florida 32095
(800) 624-9458
(904) 824-4468

First Name _____ MI _____ Last Name _____

Address _____

City _____ State _____ Zip _____

Telephone (Home) _____ (Work) _____

PREVIOUS EDUCATION

High School	Name	City/County/State	Year of Graduation
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List any schools, colleges or universities attended since leaving high school.

Name of Institution	City / State	Attendance Dates (Month / Year)	Degree or Certificate
Name of Institution	City / State	Attendance Dates (Month / Year)	Degree or Certificate

In what school or out-of-school activities did you participate? _____

CAREER OBJECTIVE

What are your plans/goals upon completion this program? _____

Briefly describe why you are applying for enrollment. _____

This information is complete and accurate. I understand that I may not register without a personal interview.

Applicant Signature _____ Date _____

EMPLOYMENT RECORD (Chapter Use Only)

180 Center Place Way

National Headquarters

St. Augustine, Florida 32095
(800)624-9458
www.acfchefs.org

Last or Present Position

Name _____

Company _____

Address _____

Dates of employment: From: _____ / _____ to _____ / _____

Immediate Supervisor & Title _____

Beginning Work Status _____

Ending Work Status _____

Previous Position

Company _____

Address _____

Dates of employment: From 19 ____ to 19 ____

Immediate Supervisor & Title _____

Beginning Work Status _____

Ending Work Status _____

Reasons for Leaving _____

List three professional references (Not Relatives).

Name _____

Address _____

Position _____

Telephone _____

Name _____

Address _____

Position _____

Telephone _____

Name _____

Address _____

Position _____

Telephone _____

Have you ever been convicted of a crime, excluding misdemeanors? ρ Yes ρ No If yes, please explain.

APPRENTICE INTERVIEW ASSESSMENT FORM (Chapter Use Only)

National Headquarters
180 Center Place Way
St. Augustine, Florida 32095
(904) 824-4468
(800) 624-9458

Applicant's Name: _____

Position Desired: Cook _____ Pastry Cook _____

Date: _____ Interviewer: _____

Rate the applicant on the following (1 = low to 10 = high)

_____ (1) Aptitude/assessment test

_____ (4) Character

_____ (2) Previous related work experience
sincerity)

_____ (5) Interview
(physical adaptability, interest

_____ (3) Work habits

_____ (6) Hand written essay

Overall Rating: _____

Currently Working? _____ Where? _____

Comments: _____
